

Performance Assessment Letter

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Department Name]

Dear [Employee Name],

We are writing to provide you with your performance assessment for the review period of [Insert Review Period]. This assessment aims to evaluate your contributions, strengths, and areas for improvement within your role.

Performance Summary

[Brief summary of overall performance. Include notable achievements and contributions.]

Strengths

- [Strength #1]
- [Strength #2]
- [Strength #3]

Areas for Improvement

- [Area #1]
- [Area #2]
- [Area #3]

Goals for Next Review Period

[Outline goals and expectations for the next review period.]

We appreciate your hard work and dedication to the team. Please feel free to reach out if you have any questions or would like to discuss your assessment further.

Best regards,

[Your Name]

[Your Position]

[Company Name]